

CAREER OPPORTUNITIES WITH CIVIL SERVICE

# ROME CIVIL SERVICE

## ANNOUNCES

PROMOTIONAL EXAMINATION

for

**POLICE SERGEANT #73060**

ROME, NEW YORK 13440

Exam Date:	June 1, 2013
Last Filing Date:	May 1, 2013
20010 Salary:	\$ 66,508.00 per year

**APPLICATION AND FEE:**

A **TWENTY-FIVE** dollars (\$25.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **CHECK** or **MONEY ORDER**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

**RETURN CHECK POLICY:**

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in *cash* or with a *money order* in the *City of Rome Treasurer's Office*, Rome City Hall, First Floor, Rome, NY 13440

*The Eligible List resulting from this examination will be used to fill vacancies which may occur*

<b>USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM</b>
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**RESIDENCY:**

There is no residency requirement for promotional exams.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**GENERAL STATEMENT OF DUTIES:** Supervises the activities of a group of Police Officers on an assigned shift; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the police work of subordinates, or for specialized duties which he/she personally performs. Supervision is exercised over Police Officers through inspections and the assignment of duties, in accordance with instructions received from officers of higher rank.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Transmits orders to Police Officers;
- Books prisoners and keeps records of persons arrested, detained, or released on bond;
- Makes daily report of activities during assigned shift;
- Checks Police Officers in performance of duties and makes suggestions for better execution of work;
- Acts as a detective on assignment;
- Takes statements and affidavits from suspects and witnesses;
- Investigates fatal accidents, suicides and suicide attempts;
- Serves warrants and subpoenas;
- Investigates reports of missing persons;
- Gives instruction in first aid;
- Reviews and compiles reports submitted by Police Officers;
- Performs a variety of police duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern principles and practices of police work;
- Working knowledge of New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law;
- Good knowledge of the geography of the City;
- Skill in the use of firearms;
- Ability to supervise subordinates in police work;
- Ability to deal courteously, but firmly, with the public;
- Conscientiousness;
- Good judgment;
- Good physical condition.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Four (4) years of experience as a Police Officer.

**SENIORITY CREDIT:**

(.4) points will be added to a passing score for each year of continuous permanent competitive class service in the jurisdiction in which promotion is sought, up to a maximum of twenty (20) years (8.0 points). Such service must continue to the date of appointment.

**SUBJECTS of EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. ***Law enforcement methods and practices:*** These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.
2. ***New York State Laws:*** These questions test for knowledge of the laws in effect on January 1, 2013 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
3. ***Supervision:*** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
4. ***Understanding and interpreting written material:*** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
5. ***Preparing written material in a police setting:*** These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

P. E. R. C. Statement

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Supervisors/Investigators is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

**APPLICATIONS:**

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

**ADDRESS CHANGE:** It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, ***in writing***, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

**ADMISSION NOTICE:** Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

***IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609***

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

**COLLEGE DEGREE / CREDITS:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**CROSSFILING:** If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to ***take all of the examinations at one site.***

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

**DISABLED PERSONS:** Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

**ELIGIBLE LISTS:** Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

**EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday)***, providing verifiable documentation of the reason.

**WEATHER EMERGENCIES:** In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

**RELIGIOUS ACCOMMODATIONS:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit.

Police Sergeant #73060

**No credit will be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office

***Rome Civil Service Office  
Rome City Hall  
Room 2B  
198 North Washington Street  
Rome, NY 13440  
(315) 339-7609 OR (315) 339-7662  
Monday – Friday 8:30 AM to 4:30 PM  
[www.rome-ny.gov](http://www.rome-ny.gov)***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure **EVERY** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

***FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.***

***~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~***

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Prepared by Dawn Andrews:

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